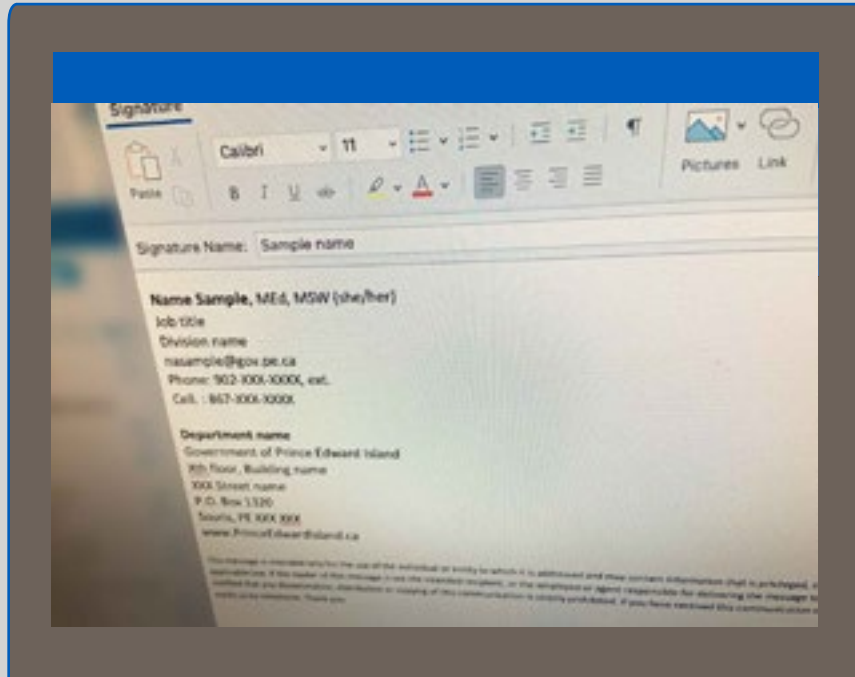


EMAIL SIGNATURES STANDARDS



Your email signature plays an important role in government correspondence. It identifies you as a government employee, and provides contact information the recipient may need. When using an email signature, all employees must follow these standards.

Do not embellish your signature with any elements including logos, decorative typefaces, non-approved colours, personal slogans or phrases, background colours and images.

If you are in a designated bilingual position, you will need to create a bilingual signature with the mention *Je parle français. If you are not in a designated bilingual position but have been assessed at a proficiency level Advanced or higher, we encourage you to add the mention *Je parle français.

A variety of designs have been created to fit almost every situation. These can be modified to fit your particular needs.

If you have questions or need assistance in applying these standards please e-mail creativeservices@gov.pe.ca for information or guidance.



Formatting Standards

Line 1. Name

FONT: Calibri Bold | 12pt | Regular | Black

(OPTIONAL): A designation when it is a requirement of the employee's position

FONT: Calibri | 11pt | Regular | Black

(OPTIONAL): The sender's personal gender pronouns in brackets

FONT: Calibri | 11pt | Regular | Black

Line 2. Job title

FONT: Calibri | 11pt | Regular | Black

Line 3. Division or unit (OPTIONAL)

FONT: Calibri | 11pt | Regular | Black

Line 4. Email address

FONT: Calibri | 11pt | Regular | Black

Line 5. Telephone number must appear with the area code in the following format:

902-999-1234, including an extension number where applicable and preceded by:

- "Phone:" in English or "Tél.:" in French
- "Cell.:" in English and "Cell.:" in French

FONT: Calibri | 11pt | Regular | Black

Line 6. If a Fax number is needed, it must appear with the area code in the following format:

902-999-1234

Preceded by "Fax" in English or "Télééc.:" in French

FONT: Calibri | 11pt | Regular | Black

Line 7. Je parle français

If you are in a designated bilingual position, or if your French oral proficiency level is advanced or higher. Include *Je parle français* in italic.

FONT: Calibri | 11pt | Italic | Black

Line 8. No content (empty line)

Line 9. The full name of the department

FONT: Calibri bold | 11pt | Regular | Black

Line 10. Government of Prince Edward Island

FONT: Calibri | 11pt | Regular | Black

Line 11. Floor and building name (OPTIONAL)

FONT: Calibri | 11pt | Regular | Black

Line 12. Street address (OPTIONAL)

FONT: Calibri | 11pt | Regular | Black

Line 13. P.O. Box. (OPTIONAL)

FONT: Calibri | 11pt | Regular | Black

Line 14. City, Abbreviation for the province (PE) and postal code XXX XXX (OPTIONAL) - capital letters with single space after third character

FONT: Calibri | 11pt | Regular | Black

Line 15. www.PrinceEdwardIsland.ca - capitalize the P, E and I to make it easier for the reader to differentiate the words

FONT: Calibri | 11pt | Regular | Black

Line 16. No content (empty line)

Line 17. **Confidentiality Statement**

It is recommended to include the Confidentiality Statement in internal correspondence as well as external.

FONT: Calibri | 8pt | Regular | Black

An example of an English only signature

Name Sample, MEd, MSW (she/her)

Job title

Division name

nasample@gov.pe.ca

Phone: 902-XXX-XXXX, ext.

Cell. : 867-XXX-XXXX

Department name

Government of Prince Edward Island

Xth floor, Building name

XXX Street name

P.O. Box 1320

Souris, PE XXX XXX

www.PrinceEdwardIsland.ca

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it immediately and notify us by telephone. Thank you.

An example of an English/French bilingual signature

Name Sample, MEd, MSW | M.Ed., M.S.S. (she/her | elle)

Job title | Job title (in French)

Division name | Division name (in French)

nasample@gov.pe.ca

Phone | Tél. : 902-XXX-XXXX, ext. | poste XXXXX

Cell. | Cell. : 867-XXX-XXXX

Je parle français

Department name | Department name (in French)

Government of Prince Edward Island | Gouvernement de l'Île-du-Prince-Édouard

Xth floor, Building name | Building name (in French), Xe étage

XXX Street name | XXX, Street name (in French)

P.O. Box 1320 | C. P. 1320

Souris PE XXX XXX

www.PrinceEdwardIsland.ca

www.IleDuPrinceEdouard.ca

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Le présent message est uniquement destiné à l'entité ou à l'individu visé et peut contenir des renseignements qui sont protégés ou confidentiels ou qui ne peuvent être divulgués selon la loi applicable. S'il ne vous est pas destiné ou si vous n'êtes pas responsable de la livraison de ce message, nous vous prions de noter qu'il est formellement interdit de le copier ou de le distribuer. Si vous avez reçu ce message par erreur, nous vous demandons de bien vouloir le supprimer immédiatement et de nous en informer par téléphone. Merci.

Pronouns

Use of pronouns is optional.

Personal pronouns are words that are used to refer to people without using their name, such as he, she, or they. Pronouns are an important part of who we are.

People do not always use the pronoun that you may expect based on their name or appearance. Using someone's correct pronoun validates their identity, helps make them feel like they belong. When someone is referred to with the wrong pronoun, it can make them feel disrespected, invalidated, dismissed, and/or alienated.

*Common English pronouns: (They, Them, Theirs),
(She, Her, Hers), (He, Him, His), etc.*

Common French pronouns: (Iel, Elle, Il), etc.

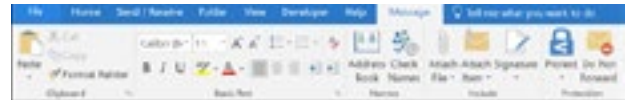
If you are comfortable with sharing your pronouns, proactively adding them to your email signature can help normalize the practice. By modeling the correct use of pronouns, you can help create an inclusive work environment. You are also creating a learning opportunity for people who may not have heard much about personal pronouns before.

Translation

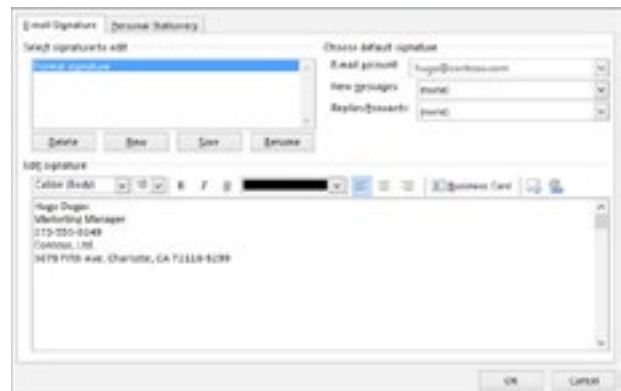
The Government of Prince Edward Island's Translation Services can assist you with French email signatures by ensuring proper translation, spelling (including capitalization) and punctuation. We invite you to communicate directly with Translation Services by email at trans-action@gov.pe.ca for assistance.

Signatures in Outlook

1. Open a new email message.
2. On the **Message** menu, select **Signature > Signatures**.
3. Depending on the size of your Outlook window and whether you're composing a new email message or a reply or forward, the Message menu and the Signature button might be in two different locations.



4. Under **Select signature to edit**, choose **New**, and in the New Signature dialog box, type a name for the signature.
5. Under **Edit signature**, compose your signature. You can change fonts, font colors, and sizes, as well as text alignment.



6. Type a new signature to use in your email
7. Choose OK to save your new signature and return to your message. Outlook doesn't add your new signature to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message. All future messages will have the signature added automatically. To add the signature manually, select Signature from the Message menu and then pick the signature you just created.

For more information and instructional videos visit:
<https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2>